

## Steering Committee - Terms of Reference

### 1. Organisational Structure of the appear programme

The Austrian Partnership Programme in Higher Education and Research for Development - **appear** - is financed by the Austrian Development Agency (ADA) and administered by the **appear** team, a consortium of the Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH) and the Austrian Latin America Institute (LAI). Strategic advice, feedback and adjustments are given by the Steering Committee representing the relevant stakeholders of the programme on an institutional level. The Selection Board awards funding from components 1 (preparatory funding, academic partnerships) and 2 (Master's and PhD grants) of the **appear** programme. Complete proposals for academic partnerships are evaluated and ranked by peer reviewers who are assigned by the programme management. Commissioned by the Austrian Development Agency (ADA) the **appear** team is in charge of all relevant programme procedures, provides sufficient information to applicants and communicates the programme results to the scientific community, governmental and non-governmental agencies in the field of development cooperation as well as to the broader public.

### 2. Tasks

The Steering Committee of the Austrian Partnership Programme in Higher Education and Research - **appear** has the following tasks

- Continuous checking of the strategic orientation of the programme
- Feedback and adjustment of the programme to international developments in the field of higher education and research for development
- Supervision of the programme administration and monitoring of the evaluation
- Advising the consortium on questions related to the execution of the programme

### 3. Composition

The Steering Committee consists of representatives of the following institutions:

- 1 representative of the Federal Ministry of European and International Affairs (BMeiA) – chair
- 1 representative of the Austrian Development Agency (ADA)
- 1 representative of Universities Austria (UNIKO)
- 1 representative of the Association of Universities of Applied Sciences Austria (FHK)
- 1 representative of the Federal Ministry of Science and Research (BMWF)
- 1 representative of a scientific institution of the South
- 1 representative of a European development agency with expertise in higher education and research for development

Member of the consortium as permanent guests:

- 1 representative of the OeAD
- 1 representative of the LAI

The consortium makes a suggestion for the selection of the members of the Steering Committee, which has to be approved by the ADA. The representative of BMeiA will take the chair in the Steering Committee.

The work in the Steering Committee is unpaid. Travel costs, hotel and daily allowances can be refunded against submission of appropriate documents (flight ticket - economy class, train ticket - 2<sup>nd</sup> class).

#### **4. Mode of working**

The Steering Committee usually holds two meetings a year:

The exact dates of the meetings of the Steering Committee are determined by mutual consent between the members at the end of each meeting for the next meeting. The meetings are called by the chairperson, who also informs about the agenda of the meetings, at least three weeks before they take place.

The documents will include relevant materials describing the progress in the cause of the programme – such as annual reports or interim progress reports. These documents form the basis for the discussion and the recommendations.

#### **5. Quorum**

The Steering Committee is quorate if the members have been duly invited to the meeting and if at least half of the members are present. Recommendations are taken by simple majority.

#### **6. Minutes**

The recommendations of the Steering Committee are documented in the resolution minutes by the **appear** team und signed by the chairperson. An electronic version of the minutes has to be sent to all members of the Steering Committee within three weeks after the meeting.

#### **7. Miscellaneous**

Any change in the Terms of Reference of the Steering Committee has to be agreed upon mutually by the ADA and the consortium.